



# **Financial and Project Progress Reports**

## **Reference Guide for Federal Program Officers**



# **Financial and Project Progress Reports Reference Guide for Federal Program Officers**

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# Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

*The purpose of this document is to provide Program Officers (PO) with a step-by-step process for completing Project Progress Reports and accessing Project Progress Reports and Financial Reports in Grants Online.*

## Completing the Project Progress Report – Simple Version

**Step 1:** Log into Grants Online by entering your Username and Password.

**NOAA Grants Online**

Welcome to  
**Grants Online**

**General Public**  
Use our Public Search feature to see information pertaining to awarded NOAA grants.  
[Public Search](#)

**Reviewers**  
• Access current applications assigned to you  
• Submit your review comments and scores

**NOAA Grants Online is the premier Federal solution for full life-cycle grants management processing.**

**Grant Applicants**  
• Access information about your current NOAA grants  
• Submit post-award action requests, progress reports, and financial reports  
• Correspond with your NOAA Program Officer and Grant Specialist

**NOAA Staff**  
• Access information about your current NOAA grants  
• Submit post-award action requests, progress reports, and financial reports  
• Correspond with your NOAA Program Officer and Grant Specialist

**Training**  
• [Grants Online Training](#)

**Username and Password Fields**

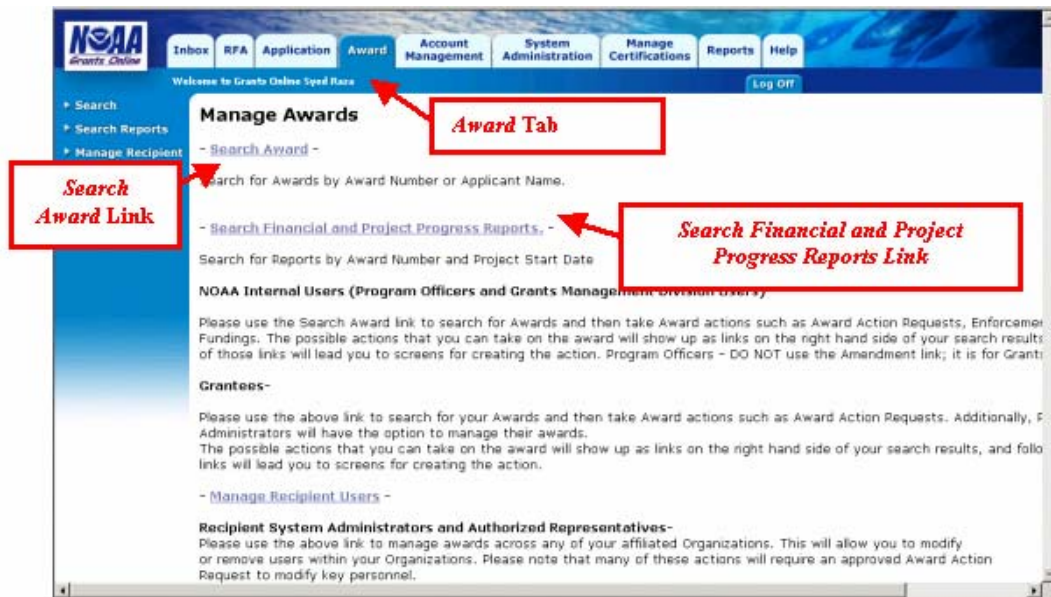
Username  
Password  
Password Lookup Enter

NOAA  
Publication of the National Oceanic & Atmospheric Administration (NOAA), U.S. Department of Commerce.  
Last Updated: 2005/11/07 14:27 v2.0  
<http://www.noaa.gov>

Accessibility Privacy Policy Security Policy

## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 2:** Select the *Award* tab and click on the *Search Award* link to complete the Project Progress Report. The *Search Financial and Project Progress Reports* link retrieves previously filed reports (see page 16 of this guide for more detail).



**Step 3:** After selecting the *Search Award* link, enter at least one search criterion, including *Applicant Name* and/or *Award Number*. Click *Submit*.



## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 4:** The following screen displays the search results. To select the Award, click on the actual award number link in the *Award Number* column.



**Search for Award**

Applicant Name:   
Award Number:   
Submit Cancel

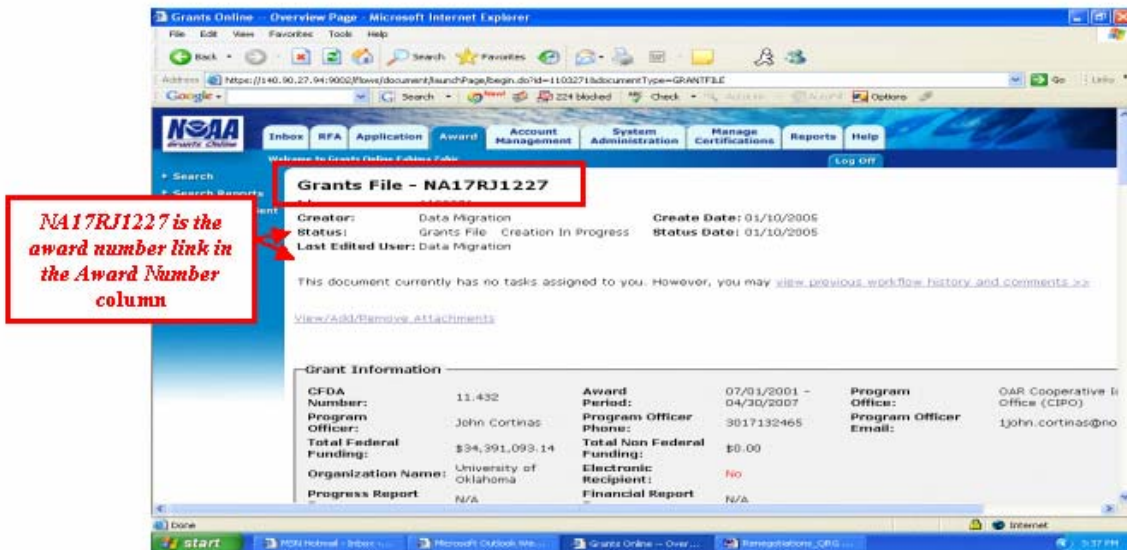
Please use the above fields to narrow down your search.  
Award Number Searches are not case-sensitive, and award numbers can be partially filled in to get all matching results.

**Search Results**  
One item found.

Award Number	Org ID	Applicant Name	Project Title	Award Status	Enforcement	Award Action Request	Manage Award	Amendments	Partial Funding
<a href="#">NA17RJ1227</a>	1000532	University of Oklahoma	NOAA Cooperative Agreement Task II Proposal FY06	Accepted	Enforcement	Create Award Action Request	Manage Award-related Requests	Create Amendment	Partially Fund this Award

*NA17RJ1227 is the award number link in the Award Number column*

**Step 5:** Once you have selected an award, the following *Grants File* screen is displayed.



**Grants File - NA17RJ1227**

Creator: Data Migration      Create Date: 01/10/2006  
Status: Grants File - Creation In Progress      Status Date: 01/10/2006  
Last Edited User: Data Migration

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

[View/Add/Remove Attachments](#)

**Grant Information**

CFDA Number:	11.432	Award Period:	07/01/2001 - 04/30/2007	Program Office:	OAR Cooperative li Office (CPO)
Program Officer:	John Cortinas	Program Officer Phone:	3017132465	Program Officer Email:	1john.cortinas@no
Total Federal Funding:	\$34,391,093.14	Total Non Federal Funding:	\$0.00		
Organization Name:	University of Oklahoma	Electronic Recipient:	No		
Progress Report:	N/A	Financial Report:	N/A		

*NA17RJ1227 is the award number link in the Award Number column*

## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 6:** Scroll down to the bottom of the *Grants File* screen to view the *Additional Documents* section and select the *Create Progress Report* link.

Please note that for Grants Specialist users, the following three links are listed under *Additional Documents*: *Create Financial Report*, *Create SF270* and *Manual Closeout*.



**Step 7:** Select the link entitled, *Go to Performance Progress Report Details Page*.





## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 8:** The *Performance Progress Report - Simple Version* screen is displayed. Select the comment icon to add comments or view comments entered by other users. The comments are viewable by all users including internal NOAA users and recipients.

**Grant Information**

CFDA Number:	11.432	Award Period:	07/01/2001 - 04/30/2007	Program Office:	OAR Cooperative Office (CPO)
Program Officer:	John Cortinas	Program Officer Phone:	9017132465	Program Officer Email:	tjohn.cortinas@noaa.gov
Total Federal Funding:	\$34,391,093.14	Total Non Federal Funding:	\$0.00		
Organization Name:	University of Oklahoma	Electronic Recipient:	No		
Progress Report Frequency:	N/A	Financial Report Frequency:	N/A		
Project Title:	UNIVERSITY OF OKLAHOMA CIMMS FIVE-YEAR PLAN				

**Performance Progress Report - NA17RJ1227 -- Simple Version**

Please click on this icon to add your comments or view comments by other users on this report:

[Comment Icon](#)

Spell Check

**Step 9:** Complete detailed Project Progress Report information, including designation of Final Report, Reporting Period and Due Date. If you wish to attach files, you may do so by selecting the *Attach Files* link. Please note that migrated data is displayed using the *Simple Version*. Once all the information has been entered, click the *Save* button followed by the *Complete Report* button.

**Final Report**

☐ Yes ☒ No

**Reporting Period \***

-   
(mm/dd/yyyy) (mm/dd/yyyy)

**Due Date**

(mm/dd/yyyy)

**Recipient Primary Investigators:**  
One item found.1

Name	Telephone
Peter Lamb	405-325-3041

**Recipient Authorized Representatives:**  
3 items found, displaying all items.1

Name	Telephone
Regina Hewatt	405-325-6054
Jennie Parker	405-325-6029
Tracy Reinke	405-325-3041

[Attach Files](#)

[Click here to use the Expanded version of this report.](#)

**Attach Files link and Expanded Version Report link**

**Save and Complete Report buttons**

## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers


### Completing the Project Progress Report – Expanded Version

This section details the *Expanded Version* of this report and has not yet been approved by OMB for use at NOAA. Further guidance will be provided regarding this report at a later date.

**Step 1:** At the bottom of the *Performance Progress Report - Simple Version* screen (see Step 9 in previous section) you can click the link entitled, *Click here to use the Expanded version of this Report*. The screen below shows the Performance Progress Report – Expanded Version.

Select the links to complete the Performance Progress Reports which include the *Performance Measures, Program Project Management, Sub-Award Management, Activity Based Budget, and Performance Narrative* from the bottom of the screen.

Performance Progress Report - NA05NMF4771304

Please click on this icon to add your comments or view comments by other users on this report: 

1. Federal Agency and Organization Element to Which Report is Submitted Department of Commerce/NOAA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency NA05NMF4771304		3a. DUNS Number 020657151	3b. EIN 14-1368361
4. Recipient Organization (Name and complete address including zip code) Research Foundation of State University of New York Office of Sponsored ProgramsStony Brook University Stony Brook, NY 11794-3362				5. Recipient Identifying Number or Account Number NOAA	
6. Project/Grant Period Start Date: (Month, Day, Year) 12/01/2005 End Date: (Month, Day, Year) 01/29/2007		7. Report Period Start Date: (Month, Day, Year) * End Date: (Month, Day, Year) *		8. Final Report <input type="radio"/> Yes <input checked="" type="radio"/> No	
9. Reporting Term or Frequency <input type="radio"/> Semi-Annually <input type="radio"/> Annually <input type="radio"/> Quarterly <input type="radio"/> Other (If Other, Describe: )					

[Performance Measures](#)  
[Program/Project Management](#)  
[Sub-Award Management](#)  
[Activity Based Budget](#)  
[Performance Narrative](#)



## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 2:** Upon selecting the *Performance Measures* link from the *Performance Progress Report – Expanded Version* screen, enter the requested data in the *Performance Measures* screen. All the fields with a red asterisk are required fields.

**Step 3:** Upon selecting the *Program/Project Management* link from the *Performance Progress Report – Expanded Version* screen, the *Program/Project Management* screen appears. You will be required to enter an explanation for each Yes/No question answered by selecting the *Edit/View/Add Explanation* link.

## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 4:** Upon selecting the *Sub-Award Management* link from the *Performance Progress Report – Expanded Version* screen, the *Sub-Award Management* screen appears. You will be required to enter an explanation for each Yes/No question by selecting the *Edit/View/Add Explanation* link.

<b>Total Federal Funding:</b> \$19,752,901.00 <b>Organization Name:</b> Board of Regents, University of Wisconsin <b>Progress Report Frequency:</b> N/A <b>Project Title:</b> Cooperative Institute for Meteorological Satellite Studies		<b>Total Non-Federal Funding:</b> \$0.00 <b>Electronic Recipient:</b> No <b>Financial Report Frequency:</b> N/A	
---	--	---	--

### Sub-Award Management

1. Federal Agency and Organization Element to Which Report is Submitted Department of Commerce/NOAA	2. Federal Grant or Other Identifying Number Assigned by Federal Agency NA07EC0676	3a. DUNS Number 0	3b. EIN 396006492	7. Reporting Period End Date: 01/20/2006
--	---	----------------------	----------------------	---

Question	Yes/No/Not Applicable?	Explanation
12a. Are the award partners (including sub-awardees and contractors) held accountable for cost, schedule, and performance results (if applicable)?	<input type="text"/>	<a href="#">Edit/View/Add Explanation</a>
12b. Are sub-awards and contracts awarded based on a clear competitive process that includes a qualified assessment of merit?	<input type="text"/>	<a href="#">Edit/View/Add Explanation</a>

[Cancel](#)

**Step 5:** Upon selecting the *Activity Based Budget* link from the *Performance Progress Report – Expanded Version* screen, enter data in the *Activity Based Budget* screen.

<b>CFDA Number:</b> 11.440 <b>Program Officer:</b> Kathy LeFevre <b>Total Federal Funding:</b> \$19,753,901.00 <b>Organization Name:</b> Board of Regents, University of Wisconsin <b>Progress Report Frequency:</b> N/A <b>Project Title:</b> Cooperative Institute for Meteorological Satellite Studies	<b>Award Period:</b> 10/01/2000 - 12/31/2005 <b>Program Officer Phone:</b> 3017638127 <b>Total Non-Federal Funding:</b> \$0.00 <b>Electronic Recipient:</b> No <b>Financial Report Frequency:</b> N/A	<b>Program Office:</b> National Environmental Satellite Data Information Service Program Office (NESDISPO) <b>Program Officer Email:</b> 1kathy.lefevre@noaa.gov
--	---	---

### Activity Based Budget

1. Federal Agency and Organization Element to Which Report is Submitted Department of Commerce/NOAA	2. Federal Grant or Other Identifying Number Assigned by Federal Agency NA07EC0676	3a. DUNS Number 0	3b. EIN 396006492	7. Reporting Period End Date: 01/20/2006
--	---	----------------------	----------------------	---

13. Activity Based Budget	
Nothing found to display.	
Total	\$0.00

[Cancel](#)

## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 6:** Upon selecting the *Performance Narrative* link from the *Performance Progress Report – Expanded Version* screen, the *Performance Narrative* screen appears. Enter the Performance Narrative in the *Performance Narrative* field.

The screenshot shows the 'Performance Narrative' screen in the Grants Online system. At the top, there is a header section with the following information:

Progress Report Frequency:	N/A	Financial Report Frequency:	N/A
Project Title: Cooperative Institute for Meteorological Satellite Studies			

Below the header, the 'Performance Narrative' section is displayed. It includes a table with the following data:


1. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS Number	3b. EIN	7. Reporting Period End Date:
JA07EC0576	0	396006492	01/20/2006

Below the table, there is a section labeled '1.4. Performance Narrative' with a large text area for entering the narrative. A red box highlights the 'Performance Narrative' field with a red arrow pointing to it. The text area is currently empty. Below the text area, there is a 'Spell Check' button and a 'Cancel' button.

## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 7:** Once all the information has been entered, click the **Save** button. You may also select **Cancel**, in which case the changes will not be saved.

Performance Progress Report - NA17RJ1227

Please click on this icon to add your comments or view comments by other users on this report: 

1. Federal Agency and Organization Element to Which Report is Submitted Department of Commerce/NOAA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency NA17RJ1227		3a. DUNS Number 0	3b. EIN 736017987
4. Recipient Organization (Name and complete address including zip code) University of Oklahoma 1000 Asp Avenue, Room 314 Norman, OK 73019				5. Recipient Identifying Number or Account Number NOAA	
6. Project/Grant Period Start Date: (Month, Day, Year) 07/01/2001 End Date: (Month, Day, Year) 04/30/2007		7. Report Period Start Date: (Month, Day, Year) *  End Date: (Month, Day, Year) *  		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
				9. Reporting Term or Frequency <input checked="" type="radio"/> Semi-Annually <input type="radio"/> Annually <input type="radio"/> Quarterly <input type="radio"/> Other (if Other, Describe: <input type="text"/> )	

[Performance Measures](#)  
[Program/Project Management](#)  
[Sub-Award Management](#)  
[Activity Based Budget](#)  
[Performance Narrative](#)  
[Other Attachments](#)

#### Recipient Primary Investigators:

One item found. 1

Name	Telephone
Peter Lamb	405-325-3041

#### Recipient Authorized Representatives:

3 items found, displaying all items. 1

Name	Telephone
Regina Hewatt	405-325-6054
Jennie Parker	405-325-6029
Tracy Reinke	405-325-3041

[Click here to use the Simple version of this report.](#)


**Save** **Submit Report** **Cancel** **Print Report**

*Save and Cancel buttons*

## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 8:** To view the printable version of the Project Progress Report, select the ***Print Report*** button.

Performance Progress Report - NA17RJ1227

Please click on this icon to add your comments or view comments by other users on this report: 

1. Federal Agency and Organization Element to Which Report is Submitted Department of Commerce/NOAA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency NA17RJ1227		3a. DUNS Number 0	3b. EIN 736017967
4. Recipient Organization (Name and complete address including zip code) University of Oklahoma 1000 Asp Avenue, Room 314 Norman, OK 73019				5. Recipient Identifying Number or Account Number NOAA	
6. Project/Grant Period Start Date: (Month, Day, Year) 07/01/2001 End Date: (Month, Day, Year) 04/30/2007		7. Report Period Start Date: (Month, Day, Year) * End Date: (Month, Day, Year) *		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9. Reporting Term or Frequency <input checked="" type="radio"/> Semi-Annually <input type="radio"/> Annually <input type="radio"/> Quarterly <input type="radio"/> Other (if Other, Describe: )					

[Performance Measures](#)  
[Program/Project Management](#)  
[Sub-Award Management](#)  
[Activity Based Budget](#)  
[Performance Narrative](#)  
[Other Attachments](#)

#### Recipient Primary Investigators:

One item found.1

Name	Telephone
Peter Lamb	405-325-3041

#### Recipient Authorized Representatives:

3 items found, displaying all items.1

Name	Telephone
Regina Hewatt	405-325-6054
Jennie Parker	405-325-6029
Tracy Reinke	405-325-3041

**Print Report button**

[Click here to use the Simple version of this report.](#)

**Save** **Submit Report** **Cancel** **Print Report**

**Step 9:** The following screen displays the printable version of the Progress Report.

### PERFORMANCE PROGRESS REPORT


Page 1 of 4 Pages

1. Federal Agency and Organization Element to Which Report is Submitted Department of Commerce/NOAA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency NA17RJ1227		3a. DUNS Number 00007151	3b. EIN 041360361
4. Recipient Organization (Name and complete address including zip code) Research Foundation of State University of New York Office of Sponsored Program/State University Stony Brook, NY 11794-2362				5. Recipient Identifying Number or Account Number NOAA	
6. Project/Grant Period Start Date: 05/01/2004 End Date: 04/30/2007		7. Reporting Period and Date		8. Final Report? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
9. Report Term or Frequency <input checked="" type="checkbox"/> annual <input type="checkbox"/> semi-annual <input type="checkbox"/> quarterly <input checked="" type="checkbox"/> other (describe)					

## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 10:** To finalize the report, click the **Submit Report** button. At this point, the report is considered approved and workflow ends.

Performance Progress Report - NA17RJ1227

Please click on this icon to add your comments or view comments by other users on this report: 

1. Federal Agency and Organization Element to Which Report is Submitted Department of Commerce/NOAA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency NA17RJ1227		3a. DUNS Number 0	3b. EIN 736017967
4. Recipient Organization (Name and complete address including zip code) University of Oklahoma 1000 Asp Avenue, Room 314 Norman, OK 73019				5. Recipient Identifying Number or Account Number NOAA	
6. Project/Grant Period		7. Report Period		8. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Start Date: (Month, Day, Year) 07/01/2001	End Date: (Month, Day, Year) 04/30/2007	Start Date: (Month, Day, Year) * 	End Date: (Month, Day, Year) * 	9. Reporting Term or Frequency <input checked="" type="radio"/> Semi-Annually <input type="radio"/> Annually <input type="radio"/> Quarterly <input type="radio"/> Other (If Other, Describe: )	

[Performance Measures](#)

[Program/Project Management](#)

[Sub-Award Management](#)

[Activity Based Budget](#)

[Performance Narrative](#)

[Other Attachments](#)

### Recipient Primary Investigators:

One item found.1

Name	Telephone
Peter Lamb	405-325-3041

### Recipient Authorized Representatives:

3 items found, displaying all items.1

Name	Telephone
Regina Hewatt	405-325-6054
Jennie Parker	405-325-6029
Tracy Reinke	405-325-3041

[Click here to use the Simple version of this report.](#)

**Save** **Submit Report** **Cancel** **Print Report**

**Submit Report button**



## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 11:** If you click on the *Workflow History* link on the Performance Progress Report screen, you can view details on the actions taken on the report.

### Performance Progress Report - NA03NOS4190077

**Id:** 2019716

**Creator:** Allison Castellan

**Create Date:** 11/15/2005

**Status:** Performance Progress Report Creation In Progress

**Status Date:** 11/15/2005

**Last Edited User:** System Account

[Go to Performance Progress Report Details Page >>](#)

*Workflow History link*

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

### Performance Progress Report - NA03NOS4190077 WorkFlow History Page

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Progress Report	2005-11-15 16:11:38.0	2005-11-15 16:13:05.0	Allison Castellan	ProgramOfficer	AcceptProgressReport	Complete	Progress report is satisfactory.

[Cancel](#)

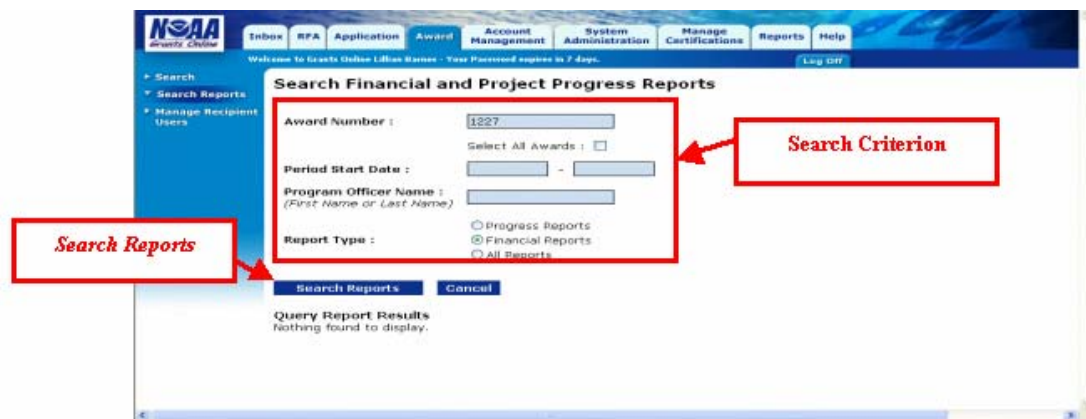
# Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

## Accessing Existing Financial Progress Reports

**Step 1:** In order to search Financial and Project Progress Reports, select the *Search Financial and Project Progress Reports* link from the *Award* tab.



**Step 2:** The screen below is displayed. Enter at least one search criterion, including *Award Number*, *Period Start Date*, *Program Officer Name* and *Report Type*. After entering the search criteria, click the *Search Reports* button.



## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 3:** The search results display all report types including the Project Progress Reports and Financial Reports. To view a specific report, select the link for the report you would like to view from the **Report** column. This section will detail Financial Report information. (If you were to select the link for a Progress Report, you would have access to view the progress report information as detailed in pages 7-14 of this document.)

**Program Officer Name :**   
(First Name or Last Name)

**Report Type :**  
☐ Progress Reports  
☐ Financial Reports  
☒ All Reports

**Search Reports** **Cancel**

**Query Report Results**  
 15 items found, displaying all items. 1

Report	Award Number	Reporting Period Start	Reporting Period End	Due Date	Program Officer
<a href="#">Financial Report</a>	NA17RJ1227	04/01/2002	09/30/2002	10/30/2002	Undefined
<a href="#">Financial Report</a>	NA17RJ1227	04/01/2002	09/30/2002	10/30/2002	Undefined
<a href="#">Financial Report</a>	NA17RJ1227	04/01/2003	09/30/2003	10/31/2003	Undefined
<a href="#">Financial Report</a>	NA17RJ1227	04/01/2003	09/30/2003	10/31/2003	Undefined
<a href="#">Financial Report</a>	NA17RJ1227	04/01/2004	09/30/2004	10/31/2004	Undefined
<a href="#">Financial Report</a>	NA17RJ1227	04/01/2004	09/30/2004	10/31/2004	Undefined
<a href="#">Financial Report</a>	NA17RJ1227	07/01/2001	09/30/2001	10/30/2001	Undefined
<a href="#">Financial Report</a>	NA17RJ1227	07/01/2001	09/30/2001	10/30/2001	Undefined
<a href="#">Financial Report</a>	NA17RJ1227	10/01/2001	03/31/2002	04/30/2002	Undefined
<a href="#">Financial Report</a>	NA17RJ1227	10/01/2001	03/31/2002	04/30/2002	Undefined
<a href="#">Financial Report</a>	NA17RJ1227	10/01/2002	03/31/2003	04/30/2003	Undefined
<a href="#">Financial Report</a>	NA17RJ1227	10/01/2002	03/31/2003	04/30/2003	Undefined
<a href="#">Financial Report</a>	NA17RJ1227	10/01/2003	03/31/2004	04/30/2004	Undefined
<a href="#">Financial Report</a>	NA17RJ1227	10/01/2003	03/31/2004	04/30/2004	Undefined
<a href="#">Financial Report</a>	NA17RJ1227	10/01/2004	03/31/2005	04/30/2005	Undefined

Please note that a Federal Program Officer (FPO) has view only access to the Federal Financial Progress Reports, except in the instance where he/she is the creator of the report. If the Grants Specialist or the grantee initiated the report, the FPO cannot edit it.

## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 4:** The *Federal Financial Report - Simple Version* screen is displayed. Select the comment icon to add comments or view comments entered by other users. The comments are viewable by all users including internal NOAA users and recipients.

Grant Information

CFDA Number:	11.432	Award Period:	07/01/2001 - 04/30/2007	Program Office:	OAR Cooperative Institutes Program Office (CIPO)
Program Officer:	John Cortinas	Program Officer Phone:	3017132465	Program Officer Email:	john.cortinas@noaa.gov
Total Federal Funding:	\$35,770,102.14	Total Non Federal Funding:	\$0.00		
Organization Name:	University of Oklahoma	Electronic Recipient:	No		
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	Semi-Annually		
Project Title:	UNIVERSITY OF OKLAHOMA CIMMS FIVE-YEAR PLAN				

**Federal Financial Report - NA17RJ1227 -- Simple Version**

Please click on this icon to add your comments or view comments by other users on this report.

**Comment Icon**

**Step 5:** The *Federal Financial Report - Simple Version* screen displays the Financial Report details including whether the report is the *Final Report*, the *Reporting Period* and the *Due Date*. The *Attached Report* radio buttons indicate the types of reports: SF-269, SF-272, or both.

When a report is created, data related to *Cash Receipts (drawdowns)* and *Federal Funds Authorized* is retrieved from the CBS system. Once this report has been submitted to NOAA, these fields are locked records and are no longer pulled from the CBS system.

Please note that migrated awards will not have reports attached; as such, the *Attached Report* field will indicate which type of report was migrated from NGS.

**Final Report**

☐ Yes ☒ No

**Reporting Period \***

04/01/2002 - 09/30/2002  
(mm/dd/yyyy) (mm/dd/yyyy)

**Due Date**

10/30/2002  
(mm/dd/yyyy)

**Attached Report Type(s)**

☐ SF-269  
☒ SF-272  
☐ Both

**Cash Receipts (Drawdowns):** \$0.00  
**Federal Funds Authorized:** \$0.00

**Recipient Business/Financial Representatives:**

One item found. 1

Name	Telephone
Unknown Cr	

## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 6:** At the bottom of the *Federal Financial Report - Simple Version* screen, you can click the link entitled, *Click here to use the Expanded version of this Report*.

The screenshot shows a web interface for a financial report. It contains two tables of names and telephone numbers, followed by a link to attach files, a link to use the expanded version of the report, and three buttons: Save, Complete Report, and Cancel. Red boxes and arrows highlight specific elements: the 'Attach Files' link, the 'Click here to use the Expanded version of this report' link, and the 'Save', 'Complete Report', and 'Cancel' buttons.

**Recipient Business/Financial Representatives:**  
2 items found, displaying all items. 1

Name	Telephone
Anna Goncalves	
Unknown Cr	
Unknown Cr	

**Recipient Authorized Representatives:**  
10 items found, displaying all items. 1

Name	Telephone
Kristina Clenaghan	516-632-9102
Anne DePietri	631-632-4702
Christine Duryea	631-632-9102
Raquel Longo	631-632-1602
Kathleen	
Stefan	
Jack M	
Ivar Strand	631-632-4402
Ivar Strand	631-632-4402
Unknown Cr	

[Attach Files](#)

[Click here to use the Expanded version of this report.](#)

[Save](#) [Complete Report](#) [Cancel](#)


**Annotations:**

- Attach Files link**: Points to the [Attach Files](#) link.
- Click here to use the Expanded version of this report link**: Points to the [Click here to use the Expanded version of this report.](#) link.
- Save Complete Report and Cancel buttons**: Points to the [Save](#), [Complete Report](#), and [Cancel](#) buttons.

## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 7:** Below is the Expanded Version of the Federal Financial Report.

### Federal Financial Report - NA17RJ1227

Please click on this icon to add your comments or view comments by other users on this report: 

**1. Federal Agency and Organization Element to which Report is submitted**

Department of Commerce/NOAA

**2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachments)**

NA17RJ1227

**3. Recipient Organization (Name and complete address including zip code)**

University of Oklahoma

1000 Asp Avenue, Room 314 Norman, OK 73019

**4a. DUNS Number    4b. EIN Number    5. Recipient Identifying Number or Account Number**

0

736017987

NOAA

**6. Final Report    7. Basis of Accounting \***

☐ Yes    ☒ No    ☐ Cash    ☐ Accrual

**8. Project/Grant Period**

07/01/2001 - 04/30/2007

**9. Reporting Period \***

01/01/2005

- 09/01/2005

[10. Transactions](#)

[11. Remarks](#)

**Recipient Business/Financial Representatives:**

One item found.1

Name	Telephone
Unknown Cr	

**Recipient Authorized Representatives:**

3 items found, displaying all items.1

Name	Telephone
Regina Hewatt	405-325-6054
Jennie Parker	405-325-6029
Tracy Reinke	405-325-3041

[Click here to use the Simple version of this report.](#)

[Save](#) [Done](#) [Cancel](#) [Print Report](#)



## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 8:** At the bottom of the Expanded Version of the Federal Financial Report, click on the link entitled, **Transactions** to view or edit financial report information.

**9. Reporting Period \***

 - 

[10. Transactions](#)

[11. Remarks](#)

**Transactions link**

**Recipient Business/Financial Representatives:**

One item found.1

Name	Telephone
Unknown Cr	

**Recipient Authorized Representatives:**

3 items found, displaying all items.1

Name	Telephone
Regina Hewatt	405-325-6054
Jennie Parker	405-325-6029
Tracy Reinke	405-325-3041

[Click here to use the Simple version of this report.](#)

**Save Done Cancel Print Report**

**Step 9:** View financial report transaction information and click the **Save** button at the bottom of the screen.

### Federal Financial Report -- Transactions

**1. Federal Agency and Organization  
Element to  
Which Report is Submitted**

Department of Commerce/NOAA

**4a. DUNS Number**

0

**2. Federal Grant or Other Identifying Number Assigned by Federal  
Agency**

NA17RJ1227

**4b. EIN Number**

736017987

**9. Reporting Period**

01/01/2005 - 09/01/2005

**10. Transactions**

**Federal Cash:**

a. Cash Receipts (Drawdowns):

\$

[View Accounting Details](#)

b. Cash Disbursements:

\$0.00

[Enter Remarks](#)

c. Cash on Hand (line a minus b)

\$0.00

**Federal Expenditures and Unobligated Balance:**

d. Total Federal Funds Authorized

\$

e. Federal share of expenditures

\$0.00

f. Federal share of unliquidated obligations

\$0.00

[Enter Remarks](#)

g. Total Federal share (sum of lines e and f)

\$0.00

h. Unobligated balance of Federal Funds (line d minus g)

\$0.00

**Recipient Share:**

i. Total recipient share required

\$0.00

## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 10:** At the bottom of the Expanded Version of the Federal Financial Report, click on the link entitled, **Remarks** to view or enter comments related to the financial report.

9. Reporting Period \*  
 -

[10. Transactions](#)  
[11. Remarks](#)

**Remarks link**

### Recipient Business/Financial Representatives:

One item found.1

Name	Telephone
Unknown Cr	

### Recipient Authorized Representatives:

3 items found, displaying all items.1

Name	Telephone
Regina Hewatt	405-325-6054
Jennie Parker	405-325-6029
Tracy Reinke	405-325-3041

[Click here to use the Simple version of this report.](#)

[Save](#) [Done](#) [Cancel](#) [Print Report](#)

**Step 11:** View or enter comments and click the **Save** button, followed by the **Done** button. You can also attach files by clicking on the **Attach Files** link.

## Federal Financial Report -- Report Remarks

[Spell Check](#)


[Attach Files](#)

[Save](#) [Done](#) [Cancel](#)

## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 12:** Once all the data has been reviewed and or modified, click **Save** followed by the **Done** button. You also have the option to click the **Print Report** button.

### Federal Financial Report - NA17RJ1227

Please click on this icon to add your comments or view comments by other users on this report: 

**1. Federal Agency and Organization Element to which Report is submitted**

Department of Commerce/NOAA

**2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachments)**

NA17RJ1227

**3. Recipient Organization (Name and complete address including zip code)**

University of Oklahoma

1000 Asp Avenue, Room 314 Norman, OK 73019

**4a. DUNS Number    4b. EIN Number    5. Recipient Identifying Number or Account Number**

0

736017987

NOAA

**6. Final Report    7. Basis of Accounting \***

☐ Yes    ☒ No    ☐ Cash    ☐ Accrual

**8. Project/Grant Period**

07/01/2001 - 04/30/2007

**9. Reporting Period \***

01/01/2005

- 09/01/2005

[10. Transactions](#)

[11. Remarks](#)

**Recipient Business/Financial Representatives:**

One item found.1

Name	Telephone
Unknown Cr	

**Recipient Authorized Representatives:**

3 items found, displaying all items.1

Name	Telephone
Regina Hewatt	405-325-6054
Jennie Parker	405-325-6029
Tracy Reinke	405-325-3041

[Click here to use the Simple version of this report.](#)

**Save    Done    Cancel    Print Report**

**Save, Done and  
Print Report  
buttons**

## Grants Online Financial and Project Progress Reports Reference Guide for Federal Program Officers

**Step 13:** After clicking the ***Print Report*** button, the following screen displays the printable Federal Financial Report.

<b>FEDERAL FINANCIAL REPORT</b> <small>(Follow instruction on the back)</small>			
<b>1. Federal Agency and Organizational Element to Which Report is Submitted</b>  Department of Commerce/BOAA	<b>2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, attach page 2)</b>  NA04GWR4310097	<b>3. Federal Agency/Element No.</b>  	
<b>3. Recipient Organization (Give and complete address including zip code)</b> Research Foundation of State University of New York Office of Sponsored Program/State University Stony Brook, NY 11794-3362			
<b>4. Universal Identifier Number</b>  	<b>5. Recipient Account Number or Identifying Number (To report multiple grants, attach page2)</b>  BOAA	<b>6. Final Report</b>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>7. Basis of Accounting</b>  <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual
<b>8. Funding/Grant Period</b>  From: 05/01/2004                      To: 04/30/2007		<b>9. Period Covered by This Report</b>  From:                      To:	
<div style="display: flex; justify-content: space-between;"> <span>10. Description</span> <span>11. Researcher/Grant</span> <span>12. Grant Period</span> <span>13. Comments</span> </div>			

**Step 14:** If you click on the ***Workflow History*** link on the Financial Progress Report screen, you can view details on the actions taken on the report.

### Federal Financial Report - NA17RJ1227

**Id:** 2018889

**Creator:** Syed Raza

**Create Date:** 11/14/2005

**Status:** Federal Financial Report Review Federal Financial Report Not Started

**Status Date:** 11/16/2005

**Last Edited User:** Fahima Zahir

[Go to Federal Financial Report Details Page >>](#)

***Workflow History*** link

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)